
FREQUENTLY ASKED QUESTIONS, OUT-OF-STATE EVALUATION LETTERS

1. What is an evaluation letter?

An evaluation letter is issued to you after your application for Indiana licensure has been thoroughly reviewed. Your letter is an important document and should be kept on file for future reference. The validity of your evaluation letter is three (3) years from the date on the letter. Your evaluation letter is especially important in the following scenarios:

- 1) If you are sending any mail correspondence to the Division of Professional Standards, include a copy of your letter with your correspondence.
- 2) If you are contacting the evaluator with any questions, have a copy of your letter in front of you.
- 3) If you are contacting a university licensing advisor, be prepared to refer to your evaluation letter.

2. What is the “transaction” number listed at the top of my letter?

The transaction number is the number associated with your evaluation. This is NOT a license number. It is used to access certain demographic information in our database concerning your application for licensure and can be used instead of a social security number to pull your application/evaluation file.

3. My letter indicates I am not eligible for a license because I have not completed an approved education program. What can I do?

If you have been cited for not completing an approved education program, you need to contact a university licensing advisor at an institution offering your license content/developmental area. For a list of approved programs by subject area, see: <http://www.doe.state.in.us/dps/licensing/apbysubject2002/welcome.html> and for a list of institutions and licensing advisors, see: <http://www.doe.state.in.us/dps/licensing/advisors/contact.html>

4. My letter indicates I am not eligible for a license, because I have deficiencies. What next?

If you have been cited for “deficiencies,” those will be outlined in your evaluation letter. Being cited for deficiencies means you do not meet all of the requirements for educator licensing as set forth by Indiana administrative law/rule. In addition, you are not eligible for a “Reciprocal Permit,” unless you are able to present a valid (un-expired) out-of-state license equivalent to the Indiana Initial/Proficient/Accomplished Practitioner license.

5. My letter indicates I am eligible for a Reciprocal Permit valid for one year. What is a Reciprocal Permit?

A Reciprocal Permit is a temporary license valid for one (1) year. Eligibility for the reciprocal permit means you have met some of the Indiana requirements for licensure and hold a valid (un-expired) out of state license. Because of the Interstate Compact Agreement, we are able to issue you a Reciprocal Permit; however, reciprocity does not obligate Indiana to waive certain deficiencies nor to exempt individuals from requirements set forth by Indiana administrative law/rule (the most common being Praxis exams).

6. My letter indicates several deficiencies including Praxis exams, 6 hours of recency credit and/or content/developmental standards. How do I go about completing these deficiencies?

Praxis Exams

Contact Educational Testing Services directly for further information and/or to register for the appropriate tests. The Division of Professional Standards does not administer the tests and, therefore, does not have available additional information regarding the specific exams. You may visit the ETS website at: www.ets.org.

Recency

Indiana requires that anyone receiving an original/initial license must show evidence of completing at least six (6) semester hours of academic credit within the five (5) years preceding application. If cited for this deficiency, academic credit must come from a four-year, regionally accredited college/university. Recency credits must be taken from any combination of coursework in your content area(s) on your license OR in education (Educ).

Content/Developmental Standards

If you have been cited as not meeting certain content/developmental standards, you may provide additional, third-party documentation (university program letter, course catalog descriptions and/or syllabi) to your evaluator for further consideration or contact a university licensing advisor to discuss ways in which you might meet the deficiencies through additional coursework.

7. I have taken and passed certain tests in the state where I am licensed currently, so why was I cited for Praxis exams?

Indiana law indicates that all educators in Indiana will take and pass specific Praxis exams or meet the exemption criteria outlined below prior to being issued an original/initial license. The law/rule specifies which tests are required in Indiana; therefore, unless you have taken and passed the exact tests required in Indiana and have met the Indiana cut-off scores for those exams you will be required to take them.

Exemption Criteria

In order to be considered exempt from Praxis exams, you must meet **BOTH** of the following criteria (no exceptions):

- 1) Hold a valid (un-expired) **out-of-state** license equivalent to the Indiana Initial/Proficient/Accomplished Practitioner license;
- 2) Have a letter written by an administrator on official school letterhead verifying that you taught full-time for at least three (3) years at an accredited school (regional or state accreditation only) **outside the state of Indiana**. * This experience must be in the teaching areas listed on the out-of-state teaching license.

***Indiana teaching experience is NOT considered creditable experience for the purpose of exemption from Praxis exams.**

8. My letter indicates that I must take certain Praxis exams followed by another statement that mentions I am not required to take the other exams for which I am being cited if I submit two applications and two fees at the time I apply for my original/initial license. What does that statement mean?

Indiana law specifies that you must take and pass Praxis I and Praxis II in at least one content area in which you wish to be licensed. This means that once you have taken the Praxis I, Pre-Professional Skills Test (PPST) and the Praxis II test(s) required for your primary content area, you are not required to test further to establish additional content areas on the original license. To establish these additional areas, we require two (2) applications and two (2) fees: one (1) for the primary content area, and another for the “additions” of these other content areas to your original license.

9. My letter indicates that I am required to complete the Indiana Mentoring and Assessment Program (IMAP). What do I need to do?

Anyone issued the two-year, initial practitioner license must complete IMAP prior to being issued the next level of licensure. IMAP is a two-year program that includes mentoring in the first year and mentoring / portfolio development in the second year. You must be employed in an accredited P-12 Indiana school to enroll in IMAP. If you are not employed and, therefore, not enrolled in IMAP prior to the expiration of your Initial Practitioner license, you may renew the license by submitting the following application materials directly to the Division of Professional Standards:

<http://www.doe.state.in.us/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf>

Look under Rules 2002 on this checklist.

10. When I complete my deficiencies as stated in my evaluation letter, what do I need to do next?

Once you have completed all of the deficiencies as stated in your evaluation letter, you must submit an application for the appropriate license. Even if you were not issued a one-year, Reciprocal Permit, you will need to follow the instructions for submitting the license application at:

<http://www.doe.state.in.us/dps/licensing/checklists/Checklist%20for%20converting%20a%20reciprocal%20license.pdf>

11. My letter indicates I am eligible for the Proficient Practitioner license valid for five years. What will I need to do in order to renew the license?

In order to renew an expired Proficient Practitioner license, you must complete a Professional Growth Plan. The 90 Professional Growth Experience Points must be earned within the **five (5) years *preceding* license renewal**. For more information about the Professional Growth Plan Renewal Report, including a point chart outlining acceptable professional development activities, go to: <http://www.doe.state.in.us/dps/renewal/growth/welcome.html>

12. My letter indicates I am eligible for the Accomplished Practitioner license valid for ten years. What will I need to do in order to renew the license?

In order to renew an expired Accomplished Practitioner license, you must complete a Professional Growth Plan (<http://www.doe.state.in.us/dps/renewal/growth/welcome.html>). The 90 Professional Growth Experience Points must be earned within the **five (5) years *preceding* license renewal**, and any experiences older than five (5) years will NOT count toward renewal of the Accomplished Practitioner license. In addition, the Accomplished Practitioner license is valid initially for a ten-year period renewable every five (5) years thereafter.

13. Can I speak to the evaluator if I have additional questions about my evaluation?

Your evaluation letter is signed by an evaluator. If you have questions about your letter, you may contact the Helpdesk at either 1-866-542-3672 or dpshelpdesk@doe.state.in.us and ask to speak with your evaluator. In most cases, you will be directed to the evaluator's assistant first, so be sure to mention your transaction number and to confirm the name of the evaluator who signed your letter.